



Career Opportunity

United States District Court Southern District of Texas

Position: Judicial Support Specialist (Candidate)

Location: Corpus Christi, Texas

Closing Date: Until Filled

Starting Range: \$31,009-\$50,462* (CL23)
Pay Range Upon
Certification: \$37,941 -\$61,709* (CL25)
*Salary Commensurate with Qualifications.

POSITION OVERVIEW:

This is a developmental program designed for individuals interested in a career opportunity with the federal judiciary that would lead to attaining the certification of Judicial Support Specialist upon successfully completing the program.

The Judicial Support Specialist is qualified to perform a variety of duties for the court from the opening to final disposition of cases filed; receiving and processing new cases; maintaining the official case events summary on the docket; recording court proceedings; gathering a jury; and performing as a relief for the case managers. The case managers act as liaison between the judge and counsel; prepare statistical summaries on status of cases; call the court calendar; prepare courtrooms for proceedings and ensure all records are available; conduct arraignments of defendants in criminal cases; note appearance of counsel; administer oaths to witnesses; are responsible for filing of exhibits and ensure that a record of any actions taken by the judge during in-court proceedings is taken.

Candidates selected for the JSS program will begin the certification process in one of the courts four operational areas - Docketing, Intake, Electronic Court Reporting, or Jury. After acquiring certification in one area the certification process in another operational area commences. Normally it takes one year to gain certification in any one of the operational areas. If a candidate is unable to earn certification in any area the candidate will be removed from the program. The credentials of Judicial Support Specialist will be awarded upon successfully performing the duties of relief case manager and obtaining certification in three of the four operational areas of the court. The three certifications must include Docketing and Intake. Normal progression through the certification programs to qualify for the Judicial Support Specialist credentials is approximately three years.

QUALIFICATIONS:

- High school diploma or equivalent required. College Accounting degree and/or work experience preferred.

- Two years general, progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.
- One to three years experience requiring the application of clerical procedures, the routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.
- Excellent communication and interpersonal skills.
- Knowledge and experience in using personal computers and automated systems.
- Ability to work extended hours if needed.
- Desire to serve the public through a career with the United States Courts.

BENEFITS:

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, Section 125 Flexible Benefit Plans, life insurance, long term care and long term disability insurance, 10 annual holidays, annual and sick leave accrual plans.

APPLICATION PROCESS:

To be considered for this position, please submit the following:

1. Cover letter noting the position number;
2. Essay, not exceeding two pages, addressing the following:
 - Why you are interested in a career with the federal judiciary;
 - How your knowledge, training and skills would benefit the court; and
 - Why you are *the* candidate we are looking for.
3. Completed Employment Application; and
4. Resume.

An employment application can be obtained from our website www.txs.uscourts.gov or by calling Human Resources at 713.250.5508. The requested material may be submitted via email, regular mail or fax to:

United States District Court
 Human Resources
 Attn: Position #10-28
 P.O. Box 61010
 Houston, Texas 77208
employment@txs.uscourts.gov
 Fax: 713-250-5717

Internal applicants may apply by submitting a memorandum along with an essay, current resume and employment application to Human Resources with a copy to your immediate supervisor. The memo should include the information requested above.

The Court reserves the right to withdraw this announcement without prior notice. Applicants may be considered for similar future opportunities. Applicants may be asked to take a proficiency test. The final candidate will be subject to a background check, credit check and/or records check with law enforcement agencies. Positions in the United States Courts are excepted appointments. Employees are not under the Civil Service System and are “at will” employees.

EQUAL OPPORTUNITY EMPLOYER